

Posting Date: July 14, 2006

Closing Date: August 14, 2006

INTERPRETER ASSISTANT

The Department of Social Services Bureau of Rehabilitation Services division (BRS) presently is recruiting to fill two vacant Interpreter Assistant positions. One position is located in the BRS Bridgeport office and the other position is located in the BRS New Haven office:

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

OPEN TO: Current State Employees and the Public

POSITION: Interpreter Assistant (P-2 Social and Human Services)

LOCATIONS: Bureau of Rehabilitation Services
1057 Broad Street
Bridgeport, CT 06610

Bureau of Rehabilitation Services
414 Chapel Street
New Haven, CT 06511

SALARY RANGE: \$1,525.41 - \$1,926.90 bi-weekly (SH 17)

EXAMPLES OF DUTIES:

Serves as interpreter to deaf and hearing impaired professional staff in telephone calls, at meetings and conferences and in conduct of routine agency business; performs routine office work during times when not needed as interpreter including filing, record keeping, typing, and answering telephone requests for information; directs clients to proper agency staff member and assists clients in placing telephone calls, interpreting if necessary; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of all forms of interpreting for the deaf and hearing impaired; knowledge of routine office procedures; familiarity with the National Registry of Interpreters for the Deaf (NRID) Code of Ethics; interpersonal skills; oral and written communication skills; ability to compose routine letters; ability to follow complex instructions given in sign language as well as verbally.

EXPERIENCE AND TRAINING: Experience as an interpreter in a variety of situations involving the deaf and hearing-impaired including two (2) years employment in general office work.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel and must be registered with the Commission on the Deaf and Hearing Impaired and possess an appropriate certification for the specific setting issued by the National Registry of Interpreters for the Deaf (NRID) and/or National Association of the Deaf (NAD), in accordance with section 46a-33a of the Connecticut General Statutes.

APPLICATION PROCEDURE: To apply you must submit an original completed State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website:

[www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please forward your completed original state of Connecticut Application (Form PLD-1) and a Cover Letter to:

Melvin A. Jackson, Principal Personnel Officer
Department of Social Services
Bureau of Rehabilitation Services
25 Sigourney Street, Hartford, CT 06106
FAX: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY: Monday, August 14, 2006

THE DEPARTMENT OF SOCIAL SERVICES IS AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER